

Vehicle Handling Procedures

KEY PLACEMENT

- **Mitsubishi** Import and Export- Key is placed in the center console- close console after keys are placed inside.



- **Land Rover** - Key is placed in the left front door pocket



- **Jaguar**- Key is placed in the left front door pocket



- **General Motors**- Key is placed in the center cup holder. NOTE – key should be flipped into the remote so not to damage cup holder/ console.



- **Volvo**- Key is placed on right front seat



- **Ford Fiesta**- Keys are hung from rear view mirror



Before entering a vehicle you should have removed or covered rings, watches, belt buckles and any objects that could damage the vehicle.

- Adhere to posted speed limit- 15 MPH on AMPORTS property
- Place left tires on line when parking
- Adhere to assigned route- do not cut through open lots/ parking area's
- No smoking, eating or drinking inside vehicle

- Do not use cell phones, Bluetooth and no texting while driving
- Upon exiting vehicle ensure all interior protection is in place, i.e. seat covers, steering wheel covers, door panel protectors, floor mats
- All accessories turned off, i.e. wipers, lights, radio's
- Close all windows and sunroofs
- Upon exiting vehicle ensure door is closed and key is in correct location